

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**AUTO MECHANIC SENIOR  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs skilled mechanical work in the repair and maintenance of a fleet of motor vehicles and heavy equipment for the City. The Auto Mechanic Senior reports to the Fleet Shop Supervisor.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for inspecting vehicles and performing State inspections, preventive maintenance, diagnosing malfunctions, removing and replacing worn or broken parts, performing minor and major repairs, and maintaining records of work performed. Work also involves serving as lead mechanic assisting and advising auto mechanics. Work is performed under limited supervision of the Shop Supervisor and evaluated through observation and review of work completed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Performs preventive maintenance on vehicles, including lubricating and changing oil and other fluids.

Diagnoses mechanical problems and replaces or repairs parts.

Overhauls and repairs carburetors and clutches, brakes, ignition and fuel systems, transmissions, differentials, front and rear axle assemblies.

Overhauls, replaces and repairs engines.

Tunes motors using standard testing equipment; replaces valves and installs rings and bearings.

Serves as lead worker, assisting and advising auto mechanics as requested.

Performs State inspection of vehicles.

Resurfaces brake drums and relines brakes.

Repairs and replaces flat tires.

Diagnoses and repairs electrical systems such as starters, voltage regulators, switches, air conditioning units and fuel injection systems.

## **AUTO MECHANIC SENIOR**

### **ADDITIONAL JOB FUNCTIONS**

On-call mechanic responsibilities for emergency repair of vehicles outside of scheduled work hours.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of motor vehicles.

Considerable knowledge of the operating principles of diesel and gasoline engines and of the standard mechanical components of automotive and related equipment.

Considerable knowledge of the occupational hazards and safety precautions of automotive equipment repair work and large-scale shop operations.

Working knowledge of the principles of internal combustion engines.

Skill in the use and care of tools, equipment, and materials used in the maintenance and repair of automotive and related equipment.

Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems.

Ability to understand and follow oral and written instructions.

Ability to prepare and maintain simple records.

Ability to perform the manual labor associated with major mechanical repair work.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to train other mechanics in new maintenance and repair procedures.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school supplemented by vocational training in diesel and gasoline engines, with ASE certifications and equivalents preferred, and 3 to 5 years of automotive experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENTS**

Possession of or the ability to obtain within one year of date of hire a valid Class A Commercial Driver's License issued by the State of North Carolina. Certification or the ability to obtain certification to perform Air Conditioning Freon Recycling and Service. Possession of or the ability to obtain within one year of date of hire a State of North Carolina Inspection certification.

## **AUTO MECHANIC SENIOR**

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Non-Exempt  
Salary Grade 13